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UNITED STATES MISSION - BOGOTA VACANCY ANNOUNCEMENT

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No. 043

Job Vacancy

May 9, 2008

OPEN TO:	US Citizen Eligible Family Members (AEFMs) All agencies
POSITION:	Security Escort *FP-9
OPENING DATE:	Friday, May 9, 2008
CLOSING DATE:	Friday, May 23, 2008
WORK HOURS:	Full time; 40 hours/week
SALARY:	AEFM: *FP-09 US \$ 26,264 (starting annual Salary) Position grade to be confirmed by Washington

NOTE: ONLY US CITIZEN ELIGIBLE FAMILY MEMBERS (AEFM) AS DEFINED BELOW OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. A US CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.

The U.S. Embassy in Bogota is seeking an U.S. Eligible Family Member (AEFM) for employment in country for the position of Security Escort in the General Services Office / Facilities and Maintenance Unit (GSO/FM).

BASIC FUNCTION OF POSITION

The incumbent of this position manages the security escort program for the Facilities Maintenance Unit and performs the duties of security escort for personnel without a

security clearance who perform maintenance and repairs in the controlled access area (CAA) of the chancery. These workers must be escorted from the beginning until the end of the project. Incumbent also escorts secure materials from a secure storage location to final destination within a CAA, as well as performing x-ray, electronic and visual inspection of materials coming into a CAA. Incumbent receives program guidance and schedules from the Facilities Maintenance Unit complemented by security instructions and advice from the Regional Security Office. The incumbent will work directly for the Facilities Maintenance Unit. May perform clerical functions related to continuity of cleared American presence in a CAA.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(All applicants must meet all the requirements listed below in order to be considered for subject position).

- a. Education: High School diploma is required.
- b. Prior Work Experience: One year administrative experience.
- c. Language Proficiency: English Level IV (fluent) is required. Spanish Level I (rudimentary knowledge) is required.
- d. Knowledge: Knowledge in administrative management is required.
- e. Skills and Abilities:
 - Must be people oriented;
 - Must have ability to concentrate for long periods of time.

LANGUAGE TESTING PROCEDURES:

Most of the positions at the Embassy require specific levels of both Spanish and or English. After the preliminary screening of the applications, those who meet all of the requirements will then be scheduled for the required language examinations if needed. English language examinations are given at First Class English at a cost of 40,000 (Colombian pesos), the applicant is responsible for all costs incurred for this test. Spanish Examinations are presently given at the Embassy at no cost. You will be contacted and given the procedures for each examination.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 days calendar days of their employment.
3. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hire into a position with a When Actually Employed (WAE) work schedule.
4. **Successful candidate must be able to obtain a Department of State [Top Secret](#) security clearance.**

TO APPLY

Interested applicants for this position must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612) <http://bogota.usembassy.gov>, check the About the Embassy link and then click on Human Resources – Vacancies; or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

“US Citizen EFM's may apply for positions as soon as the sponsor has orders assigning him or her to Embassy Bogotá”.

SUBMIT APPLICATION TO

American Embassy Bogotá
Human Resources Office
Attention: Recruitment Unit
Carrera 45 No. 24B-27

- Embassy employees must submit the employment application to the Human Resources Office receptionist.
- Eligible Family Members (EFM) not yet residing at post may submit applications via fax (57-1) 383-2088. All other applicants must submit applications by hand; faxes will not be considered.

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

DEFINITIONS

1. Appointment Eligible Family Member (AEFM): A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- U.S. citizen
- Spouse or child who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority;
- Is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
- Does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.

CLOSING DATE FOR THIS POSITION: [FRIDAY, MAY 23, 2008](#)

The US Mission in Colombia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

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